

Board of Equalization

Equal Employment Opportunity Office Intern (Unpaid)

Under the general direction of the Equal Employment Opportunity (EEO) Manager, the student performs a variety of analytical and administrative functions in support of the Board of Equalization (BOE) EEO Program.

Continued enrollment in college courses is required. Students from any academic major with an interest in learning more about state government are encouraged to apply. This position can range from 10 to 40 hours per week.

Knowledge of

- Equal Employment Opportunity (EEO) principles, practices, and concepts.
- Federal and State Non-discrimination Laws (including sexual harassment and disability laws) and related Government and Labor Codes, Regulations, and Executive Orders.

Ability to:

- Communicate effectively and interact professionally with all levels of management, staff, and the public.
- Follow instructions
- Maintain confidentiality of information and records
- Manage multiple and/or changing priorities in a heavy workload situation, follow through, and ensure deadlines are met
- Work effectively utilizing spreadsheets in Excel
- Work in a high rise building

Desirable Qualifications

- Ability to Multitask
- Customer Service skills
- Desire to expand knowledge of EEO related issues
- Extensive knowledge of Microsoft Excel and power point
- Highly motivated and able to work independently

40% Assist the EEO Manager and Staff in updating and maintaining the EEO and SHP policies, discrimination complaint process, and EEO Programs (LEAP, Upward Mobility, Exit Questionnaire and Bilingual).

40% Assist in reviewing and updating BOE's online Sexual Harassment Prevention Training for employees and supervisors.

10% Screen incoming telephone calls and visitors. Sort correspondence and distribute to staff.

10% Performs other job-related duties as required to ensure that EEO workload and program objectives are met.

How to Apply:

Send your resume for consideration to: WorkforcePlanning@boe.ca.gov